



The Deadly Dozen

MISTAKES YOU DON'T WANT TO MAKE WHEN COMPLETING YOUR CAMPAIGN FINANCE REPORTS

1. Submitting every form in the packet-even though all but 3 of them are blank! The packet of forms contains every form that every type of committee could need in any conceivable situation. Pick out only the forms you need. It won't be all of them.
2. Using the cumulative column like a running balance in a checkbook, rather than for cumulative contribution of each individual.
3. Listing a married couple as a single contributor, rather than 2 separate contributors.
4. Not double checking your arithmetic, or double checking that you transferred the correct figures from the support schedules to the Detailed Summary Schedule.
5. Not filing reports if you lose the primary or the general election.
6. Forgetting to file a Statement of Organization showing your bank BEFORE you receive contributions or spend money.
7. Sending in Federal schedules instead of Arizona schedules.
8. Changing the dates of the report period to make it more convenient.
9. Not double checking that the beginning "Cash on Hand" for one report matches the ending "Cash on Hand" on the last report.
10. Not including the occupation and employer of each individual, or the committee ID number of each political committee you list on the schedules.
11. Not giving the addresses, in addition to the names of the vendors you list on the different payment schedules.
12. Reporting contributions your committee makes to a candidate's committee on the Independent Expenditure form ... we hope it's a mistake, because if you really made that expenditure, you most likely broke the law!